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To pass 75% or higher  
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1. Fill in the blank: For a project manager to organize an effective meeting, they must carefully select all attendees and prioritize meeting topics in a(n) \_\_\_\_\_. 1 / 1 point

- ☐ communication plan
- ☒ agenda
- ☐ project plan
- ☐ schedule

✓ Correct  
An agenda includes a meeting's prioritized topics, as well as a clearly-stated purpose and expectations. The project manager needs to prepare a clearly-written agenda and share it with all attendees in advance of the meeting. This ensures the meeting is intentional and structured.

2. Which of the following statements best describe effective meetings? 1 / 1 point

- ☐ They are virtual, quick, frequent, and straightforward.
- ☐ They are in-person, engaging, motivational, and anticipated.
- ☒ They are structured, intentional, collaborative, and inclusive.
- ☐ They are clear, important, relevant, and frequent.

✓ Correct  
Effective meetings always have these elements in common, even if the size, purpose, and format of the meetings are different. To ensure meetings have these elements, project managers need to be purposeful when designing and organizing meetings.

3. What are some actions to take to ensure productivity *during* a meeting? Select all that apply. 0.5 / 1 point

☒ Email a recap of key decisions to participants

✗ This should not be selected  
*After* the meeting, you should recap key decisions, action items, timelines, and notes and send them to participants. This is also when you should schedule necessary follow-up meetings with relevant context and assess the need for and frequency of recurring meetings. *During* the meeting, you should actively listen, encourage participation, and document important items and decisions.

☒ Prepare an agenda.

✗ This should not be selected

*Before* the meeting, it's important to prepare and share an agenda that articulates the purpose and goals of the meeting. *During* the meeting, you should actively listen, encourage participation, and document important items and decisions.

☒ Practice and demonstrate active listening.

☒ Correct  
*During* the meeting, you can model active listening to demonstrate engagement. Use verbal statements like, "That makes sense. Tell us more." You can also use non-verbal statements like head nodding and eye contact.

☒ Encourage participation.

☒ Correct  
*During* the meeting, you should always give everyone a chance to speak, including remote participants. You can also encourage deeper participation when you ask open-ended questions like "What does everyone think?"

☒ Capture key points, action items, and decisions.

☒ Correct  
*During* the meeting, there are several items you should document. Along with assigning action items to the appropriate people, you should also capture key points and decisions. *After* the meeting, you can share these notes with participants and schedule follow-ups if needed.

☒ Determine the need for the meeting.

☐ This should not be selected  
*Before* the meeting, evaluate the need for a meeting and cancel if it isn't necessary. You can also consider whether to cover meeting content via email. *During* the meeting, you should actively listen, encourage participation, and document important items and decisions.

4. Why is it important to clearly state a meeting's purpose and expectations in the agenda? Select all that apply.

0.75 / 1 point

☒ To help meeting attendees prepare

☒ Correct  
It is a best practice to share a meeting agenda with participants in advance. The information about meeting goals and expectations helps attendees prepare.

☒ To keep participants focused on the right topics

☒ Correct  
The purpose of a meeting might be to make a decision, assign tasks, propose an idea, or something else. The meeting's purpose, or goal, describes the reason for the meeting and what the team should discuss. This helps participants focus on the right topics.

☒ To replace a meeting with a detailed communication

☐ This should not be selected

An agenda does not replace a meeting. A meeting agenda clarifies for participants why they're attending and it helps them prepare. It also ensures that during the meeting participants can focus on the right topics.

☒ To ensure everyone understands why they're attending

☒ Correct

It is important that each meeting has clear expectations, goals, and a well-articulated purpose. When participants receive the meeting invite and agenda, this information helps them understand why they have been asked to attend.